

**SECTION:** CERTIFICATION

**SUBJECT:** Information Provided By The Local Agency at the Time of Certification

**ITEM:** *WIC Participant Information Sheet*



**Policy** Local agencies shall provide a copy of the WIC Participant Information Sheet (WPIS), form PM 344:

To each:	At the time of each:
<ul style="list-style-type: none"><li>• Participant,</li><li>• Applicant,</li><li>• Parent,</li><li>• Guardian, or</li><li>• Caretaker.</li></ul>	<ul style="list-style-type: none"><li>• Initial Certification (enrollment),</li><li>• Recertification</li></ul>

The WPIS shall be read to or by each participant, applicant, parent, guardian, or caretaker. Each participant, applicant, parent, guardian, or caretaker must sign the WPIS to document that they received and understand the required program information.

**Note:** Effective with this policy revision the WPIS is no longer required when issuing the new Notices of Action, dated July 2002. Please refer to WPM Section 270-40 for the required program information contained on the WPIS that must be presented as part of the Participant Orientation of each new applicant/participant during initial certification (enrollment).

**Basis for policy** 7 CFR 246.7(i)(10)&(j)  
7 CFR 246.9(c)&(e)&(g)  
7 CFR 246.12(u)(4) new  
Title 22 CCR 40681, 40693, and 40813

**What is the WPIS** The WPIS describes the participant, applicant, parent, guardian, or caretaker's rights and responsibilities under the WIC program, and informs them of their right to a fair hearing. The WPIS is printed on No Carbon Required (NCR) paper. The first page is white and is given to the participant. The second page is a colored file copy and is filed with the local agency. The WPIS

**What is the WPIS (Continued)** includes boxes for a participant signature, date, and ISIS family/individual ID number. The dated signature of the participant, applicant, parent, guardian, or caretaker documents that she/he received the required WPIS information.

The WPIS is currently available in English, Spanish, Chinese, Hmong, Russian, Vietnamese, Armenian, Laotian and Cambodian.

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**WPIS completion procedure**

Local agency staff shall:

- Ask the participant to read the WPIS, or read the WPIS to the participant,
  - Obtain the signature of the participant, applicant, parent, guardian, or caretaker,
  - Date the WPIS,
  - Write the ISIS family/individual ID number on the WPIS,
  - Provide the white WPIS copy to the participant, applicant, parent, guardian or caretaker, and
  - Retain the colored WPIS copy in the local agency files.
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**Filing and retention**

A copy of each WPIS issued by the local agency must be available for audit. It is also in the local agency's best interest to file them in an easily retrievable manner in the event of a fair hearing. Therefore, each local agency must operate a filing system for documents and forms used in the certification process, including the WPIS.

WIC program records must be retained for three years, or until all issues (related to any litigation, claim, negotiation, audit, or other action) are resolved, whichever is later.

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**Availability**

The WPIS (PM 344) form is available from the Department of General Services, Office of State Publishing, WIC Program Fulfillment Services, Attention: Customer Service, 344 North 7<sup>th</sup> Street, Sacramento, CA 95814-0212. Or, an order may be faxed to Department of General Services, Office of State Publishing, WIC Fulfillment Services, Customer Service Support at (916) 445-9134. Orders can be followed up by voice, at 1-800-585-7341.

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